

PeopleXD: Manager Requests Guidance

Weekly Paid

(Note: scroll down to page 4 for salaried contract change guidance)

Completing an Employment Variation Form (EVF)

The following employment changes can be made using the EVF (Weekly Paid):

	EVF -Weekly Paid
Change of Manager	✓
Change of Location	✓
Change of Working Hours/Shift Pattern	✓
Flexible Working Request - <i>if the hours change originated from a flexible working request.</i>	✓
Fixed-Term Contract (FTC) Extension	✓
Fixed-Term Contract (FTC) to Permanent	✓
Secondment	✓
Secondment Extension	✓
Secondment Completion – <i>returning to previous role</i>	✓
Secondment Made Permanent	✓
Progression – moving up pay grade	✓
Role transfer – <i>weekly paid lateral move</i>	✓
Pay increase – additional responsibility – <i>pay increase due to additional responsibility within the same role (progression).</i>	✓
Pay Increase - Completed Training	✓
Temporary Pay Change (< 3 months) – <i>for pay changes that are less than 3 months in duration only (e.g. step up payments), after this period, please process as a secondment.</i>	✓
Demotion	✓
Inaccurate Record – <i>to be used if you spot an error in your colleague's data.</i>	✓

Top tips for completing the EVF

- [Click here for the LMF guide: How to raise an employment variation request](#)
- You only need to complete the field if the data is changing, if there is no change to the data, please leave the field blank.
- You can type into the dropdown fields to narrow down the options to select from i.e. for department and cost centre fields, type in the first 3 letters of your site to show items for your site only.
- **Effective date and end date:** this is the date the employment change becomes effective. If the change is a temporary change, secondment, or secondment/FTC extension, you will need to enter an end date (even if this is just a provisional end date for now).
- **Reason for change:** please refer to the table above for more guidance on which option to select.
- **Job title change:** this drop down is our aligned and agreed list of Greencore job titles. If the job title you are looking for is not on the list, please speak with your local HR team or HRSS for guidance.
- **Manager change:** select the new manager of the colleague from the drop down.
- **Business Team, Function, Sub-Function, Department and Cost Centre:** please leave these blank unless the colleague is moving into a new role in another function, sub-function or department etc. There is a reference sheet to help you select the correct department and cost centre - [EVF Glossary \(Cost Centres & Depts\)](#).
- **Hourly rate:** insert the new hourly rate for the role. Contact HR or HRSS should you need any help with this. *Please note, all secondments are now paid via an 'allowance' rather than a pay increase, please ensure you use the comments box to confirm the secondment allowance.*
- **Hours change:** this is the hours the colleague works (and is paid for) per week, excluding any unpaid breaks.
- **Shift pattern:** you will need to state shift pattern and/or days worked (i.e. yellow shift 4o4o, Tues-Sat etc), along with the start and end times of the shifts.
- **Holiday entitlement:** detail the new holiday entitlement if this is changing.
- **Is the colleague a manager? / Name of manager replacing them:** where the colleague is a manager and is moving out of their current position, please ensure that you state the name of the manager who will be taking over from them (or interim cover). This is to ensure our manager data remains up to date.
- **Comments:** use this field to detail any additional information required.

Confirming Successful Probation / Extension of Probation

- This manager request is for confirming that a team member has successfully completed their probationary period, or for confirming that a colleague's probation is being extended.
- For probationary review form templates, policy and guidance, please [click here](#).
- When confirming successful probation, the pay increase field is only to be used where the colleague's contract already states that they will receive a pay increase upon successful completion of probation.
- Once you submit the request, our HRSS team will issue a letter to colleague to confirm that they have successfully completed their probation, or to confirm the details of the extension.
- Speak to your local HR team should you have any questions or concerns regarding managing probationary periods.

Processing a Leaver

- This manager request is for confirming a team member's leave date where they have resigned. [Click here the LMF guide: How to process a voluntary leaver](#)
- **Leave date:** this is the colleague's final date of employment.
- **Last working day:** this is the last day that the colleague will be working prior to their contract end (this may be the same as their leave date, it is sometimes different for shift workers).
- If the colleague manages a team, please add detail into the "Delegate Access to?" field, as to who should now be responsible for their team, even if temporary.
- Into the holiday fields, please add information if it is known (your local HR/T&A contact will usually have this information). If you do not know this, HR will add this detail at their approval stage.
- An up-to-date **personal email address** is essential to ensure that the colleague can continue to access XD to view/download their payslips, P45, P60s etc after finishing employment (for 60 days).
- This request will now go to your HR Advisor where they can approve and add in any missing information. After HR, the request will move onto HRSS, who produce the resignation confirmation letter, and Payroll, to process final pay.

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Salaried

Completing an Employment Variation Form (EVF)

The table below should help you to select the correct route for the change you need to make to your team member's employment:

	EVF - Salaried (Pay Change)	EVF - Salaried (No Pay Change)	New Staff Request (salaried internal moves)
Change of Manager		✓	
Change of Location		✓	
Change of Working Hours/Shift Pattern	✓	✓	
Flexible Working Request - if the hours change originated from a flexible working request.	✓	✓	
Fixed-Term Contract Extension	✓		
Fixed-Term Contract (FTC) to Permanent	✓		
Secondment			✓
Secondment Extension	✓		
Secondment Completed – returning to previous role		✓	
Secondment Made Permanent	✓		
Progression – additional responsibility <i>additional responsibility within the same role</i>		✓	
Progression – moving up career band <i>role change – upwards move</i>			✓
Progression – moving within career band <i>role change - lateral move</i>			✓
Pay increase – additional responsibility <i>– pay increase due to additional responsibility within the same role (progression).</i>	✓		
Pay Increase - Completed Training	✓		
Pay Increase - Out of Cycle (alignment) – please only use this option if the pay increase is non-progression related i.e. pay alignment/harmonisation.	✓		
Temporary Pay Change (< 3 months) – for pay changes that are less than 3 months in duration only (e.g. step up payments), after this period, please process as a secondment.	✓		
Demotion			✓
Inaccurate Record – to be used if you spot an error in your colleague's data.		✓	

Note: where salaried EVF is ticked for both the pay change and no pay change option, please use the appropriate route depending on whether the employment change results in an impact to pay or not.

Top tips for completing the EVF

- [Click here for the LMF guide: How to raise an employment variation request](#)
- You only need to complete the field if the data is changing, if there is no change to the data, please leave the field blank.
- You can type into the dropdown fields to narrow down the options to select from i.e. for department and cost centre fields, type in the first 3 letters of your site to show items for your site only.
- **Effective date and end date:** this is date the employment change becomes effective. If the change is a temporary change, secondment, or secondment/FTC extension, you will need to enter an end date (even if this is just a provisional end date for now).
- **Reason for change:** please refer to the table above for more guidance on which option to select. For salaried internal moves please click [here for the LMF guide on how to raise a new staff request](#).
- **Manager change:** select the new manager of the colleague from the drop down.
- **Salary:** insert the new salary for the role. If part-time, please state the full-time equivalent salary. Contact HR or HRSS should you need any help with this. *Please note, all secondments are now paid via an 'allowance' rather than a salary increase, please ensure you use the comments box to confirm the secondment allowance.*
- **Hours change:** this is the hours the colleague works (and is paid for) per week, exclude any unpaid breaks. If the colleague is salaried and moving to part-time hours (e.g. 30 hours), please state the usual full-time hours for the role (e.g. 37.5 hours) as well. This is so HRSS can calculate the FTE ratio (to pro-rata the salary e.g. 0.8).
- **Shift pattern:** please select the shift pattern from the dropdown list. To narrow down results to just shift relevant to your site, simply type the first 3 letters of the site.
- **Holiday entitlement:** select the current holiday entitlement from the dropdown list. All holiday entitlements are now aligned to the shift patterns for ease.
- **Is the colleague a manager? / Name of manager replacing them:** where the colleague is a manager and is moving out of their current position, please ensure that you state the name of the manager who will be taking over from them (or interim cover). This is to ensure our manager data remains up to date, and to ensure holiday requests are routed to the correct manager.
- **Comments:** use this field to detail any additional information required.

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- **Last working day:** this is the last day that the colleague will be working prior to their contract end (this may be the same as their leave date, it is sometimes different for shift workers).
- If the colleague manages a team, please add detail into the "Delegate Access to?" field, as to who should now be responsible for their team, even if temporary.
- You do not need to complete the holiday fields as XD already holds this information.
- An up-to-date **personal email address** is essential to ensure that the colleague can continue to access XD to view/download their payslips, P45, P60s etc after finishing employment (for 60 days).
- This request will now go to your HR Advisor where they can approve and add in any missing information. After HR, the request will move onto HRSS, who produce the resignation confirmation letter, and Payroll, to process final pay.